

## INSTRUCTIONS FOR COMPLETING RECRUITING VOLUNTEER PACKET

The recruiting volunteer packet consists of the following:

1. HQ USAREC Form 1852 - Completed by the volunteer. Ensure block 4 is completed. Please print and sign your name where requested.
2. DA Form 5425-R (3 pages) - Completed by volunteer using service member's income only. On block 6c, take your annual clothing allowance divided by 12 to give a monthly amount. Add blocks 6a, 6b, and 6c to give a total in block 6d. For block 6e, add the following monthly amounts: Federal taxes, FICA, state and Medicare (if you do not pay state taxes, don't include that amount). Subtract block 6e from 6d to give you your total after taxes. Block 6g is where you put BAQ (if you receive it), and any other income (do not include spouse's income) that will not change after you PCS. Add blocks 6f and 6g for your total monthly spendable income. After completing this form sign and date on bottom of page 3.
3. DA Form 5427-R - Completed by company commander. Ensure the top portion and blocks 13a through 15b of this form are completed by the applicant. Any block checked 1, 2, or 3 must be explained in the remarks section.
4. DA Form 5426-R - Completed by first LTC (O5) in the chain of command (no delegation unless an O-4 is acting commander and accompanied by copy of assumption orders). Applicant should fill out top portion. Remarks block only filled out if rating official feels applicant is unqualified.
5. A copy of the DA Form 2A and 2-1 or the ERB and 2-1 will be obtained by the service member and attached to volunteer packet. Ensure 2A and 2-1 or ERB and 2-1 are dated within last 60 days. If applicable, include a copy of body fat test showing compliance with AR 600-9 (no older than 30 days and signed by either your First Sergeant or Commanding Officer). The applicant should make a copy of this application for their records and forward original to the below listed address. **DO NOT FAX THIS APPLICATION.**
6. A mental health evaluation will be obtained by the service member and completed by an authorized medical facility. Attach to volunteer packet.
7. The service member mails the completed packet to:  
  
HQ USAREC  
ATTN RCPER PM SMLO  
1307 3RD AVE  
FORT KNOX KY 40121-2726
8. Initial contact can be made 60 days after the above paperwork is mailed. Service member can contact the Recruit the Recruiter Team at 1-800-223-3735, extension 6-0215/6-0231/6-0271/6-0210/6-0234 or DSN 536-0215/0231/0271/0210/0234. After the initial contact, you may then call once every 30 days to check on packet status.
9. You are guaranteed an assignment. You must choose nine battalions. Write them down in order of preference and sign the assignment choice worksheet (or if there is not a worksheet provided, a plain sheet of paper). In making your assignment choices, you must choose, at a minimum, three battalions from three separate brigades.
10. Any questions regarding the processing of the volunteer packet should be directed to the Recruit the Recruiter Team at the above numbers.

HQ USAREC FM 1852 (COVER SHEET)

## PRIVACY ACT STATEMENT

**AUTHORITY:** Collection of this information is authorized by 10 USC, sections 503 and 3013.

**PRINCIPAL PURPOSE:** Information collected will be used to expedite the selection process of recruiter applicants.

**ROUTINE USES:** Used by Recruiter Selection Teams when interviewing recruiter applicants.

**EFFECTS OF NOT PROVIDING INFORMATION:** Disclosure of the information is voluntary. However, failure to provide the requested information may delay or suspend the application process.

RCPER-PM-SMLO

MEMORANDUM FOR Commander, USAREC, ATTN: RCPER-PM-SMLO, 1307 3rd Ave, Fort  
Knox, KY 40121-2726

SUBJECT: Recruiting Duty Volunteer Statement

1. I hereby volunteer for Recruiting Duty under the provisions of AR 601-1, chapter 2.
2. I understand that I will be on Recruiting Duty for a minimum of 36 months, provided I successfully complete the New Recruiter Program.
3. I am aware that PERSCOM will request a complete Background Investigation on me and my approval for recruiting duty is tentative until the information received is boarded and evaluated.
4. Have you ever applied for or been nominated for recruiting duty and were disapproved?

YES ☐ NO ☐ If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I understand that if I am married to another soldier, my spouse will also volunteer for recruiting duty.
6. Applicant must complete the following information:

\_\_\_\_\_  
(PRINT AND SIGN NAME)

\_\_\_\_\_  
(RANK AND SSN)

\_\_\_\_\_  
(UNIT, POST, AND ZIP CODE)

\_\_\_\_\_  
(DUTY AND HOME PHONE NUMBERS)

# APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT

For use of this form, see AR 601-1; the proponent agency is DCSPER

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority for Collection of Information: 5 USC 301.

**PRINCIPAL PURPOSES:** PERSCOM - To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.  
USAREC - To ascertain financial status of recruiter selectee; to develop assignment for the individual relative to the varying cost in certain geographical locations.

**ROUTINE USES:** Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment.

**DISCLOSURE:** Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME (Last, First, Middle)	2. GRADE	3. SSN
4. Are you now or have you ever filed for bankruptcy? (If yes, state when, where, and why.)		YES NO
5. Have you ever received a letter(s) of indebtedness? (If yes, enter month and year below.)		
_____ MONTH _____ YEAR		
_____ MONTH _____ YEAR		
6. MONTHLY INCOME	AMOUNT	TOTAL
a. Basic Pay		
b. Separate Rations		
c. Clothing Allowance		
d. Total Military Income Before Taxes (Total of a thru c above)		
e. Subtract FICA and Income Taxes	(Subject)	
f. Total After Tax Income	(Equal)	
g. Any other Monthly Income (Do not include Spouse's income)	(Add)	
TOTAL MONTHLY SPENDABLE INCOME	(Equal)	

ADDITIONAL INFORMATION OR REMARKS

7. ASSETS	YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>			
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>			
c. Do you own <i>(with no payments):</i> (1) Vehicles <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>MAKE</span> <span>MODEL</span> <span>YEAR</span> </div> <div style="margin-top: 10px;"> <hr style="width: 100%;"/> <hr style="width: 100%;"/> </div> <div style="margin-top: 10px;">             (Enter total estimated value)           </div>			
(2) _____ Home _____ Trailer ("x" one) (Enter total estimated value)			
(3) Furniture <i>(Enter estimated value)</i>			
(4) Land <i>(Enter estimated value)</i>			
TOTAL ASSETS			
8. MONTHLY EXPENDITURES/LIABILITIES			MONTHLY PAYMENT
a. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>			
b. Clothing <i>(Dry cleaning/laundry)</i>			
c. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>			
d. Insurance <i>(Life, auto, homeowner, other)</i>			
e. Vehicle expenses (1) MAKE MODEL YEAR <div style="margin-top: 10px;"> <hr style="width: 100%;"/> <hr style="width: 100%;"/> </div> <div style="margin-top: 10px;">             (Enter total estimated value)           </div>			
(2) Gas, Oil, maintenance			
f. List charge cards or credit cards for which you have an outstanding balance:	BALANCE OWED		
NAME			

8. MONTHLY EXPENDITURES/LIABILITIES <i>(Continued)</i>				BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:					
NAME					
h. Alimony or child support.					
i. Any allotments for purposes not listed above? <i>(If yes, state for what purpose.)</i>	YES	NO			
j. Any other indebtedness or financial obligation not listed above? <i>(Use remarks section to explain if necessary.)</i>					
TOTAL MONTHLY EXPENDITURES/LIABILITIES					
REMARKS					

9. SIGNATURE OF VOLUNTEER/NOMINEE	10. DATE
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**COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE**  
 For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE <i>(Last, First, Middle)</i>	GRADE	SSN	LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE <i>(Months)</i>
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<i>In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.</i>	<i>("X" Appropriate block)</i>				
	LOW DEGREE			HIGH DEGREE	
	1	2	3	4	5
1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?					
2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/ herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?					
3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conventional dialogue with school officials, civic leaders, etc.?					
4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?					
5. Recruiters should represent the best the Army has to offer in terms of past performances and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?					
6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the Candidate have a stable family home life?					
7. The recruiter is the Army in the Community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in Uniform? Physical condition?					
8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?					
9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?					
10 Due to the wide-spread geographic assignments with USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?					

M		TAB		TAB		TAB		
(See Instructions on first page.)				("X" Appropriate block)				
				LOW DEGREE			HIGH DEGREE	
				1	2	3	4	5
11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?								
12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?								
13a. CANDIDATE'S HEIGHT		b. WEIGHT		14a. DATE OF LAST PT TEST				
15a. DATE OF LAST PHYSICAL		b. SCORE OR LAST PT TEST _____ Push Ups _____ Sit Ups _____ Run						
b. PROFILE								
PULHES: _____								
16. Does the candidate or his/her family have medical problems? (If yes, explain in Remarks section below.)							YES	NO
REMARKS								

NAME OF COMMANDER (Last, First, Middle)	GRADE
UNIT OF ASSIGNMENT	DATE (Day, Month, Year)
TELEPHONE NUMBER (AUTOVON)	(Commercial)
SIGNATURE OF COMMANDER	DATE

COMMANDER'S EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCSPER.

INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain Command in the Grade of LTC or higher.

PART I - QUALIFIED

After interviewing:

NAME (Last, First, Middle)	GRADE	SSN
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I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:  
(All Statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

	Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.
	Soldier's current _____ Height; _____ Weight
	Soldier currently has _____ dependents (to include spouse).
	Soldier _____ Is _____ Is Not a sole parent.
	Soldier is not currently enrolled in the Army's drug and alcohol abuse program.
	Soldier has no family or emotional problems which could hamper his/her performance.
	Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalitites or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.
	Soldier is not pregnant (female).
	Soldier is not married to another service member.
	Soldier is married to the following service member:
	NAME (Last, First, Middle)GRADESSN

PART II - UNQUALIFIED

After interviewing:

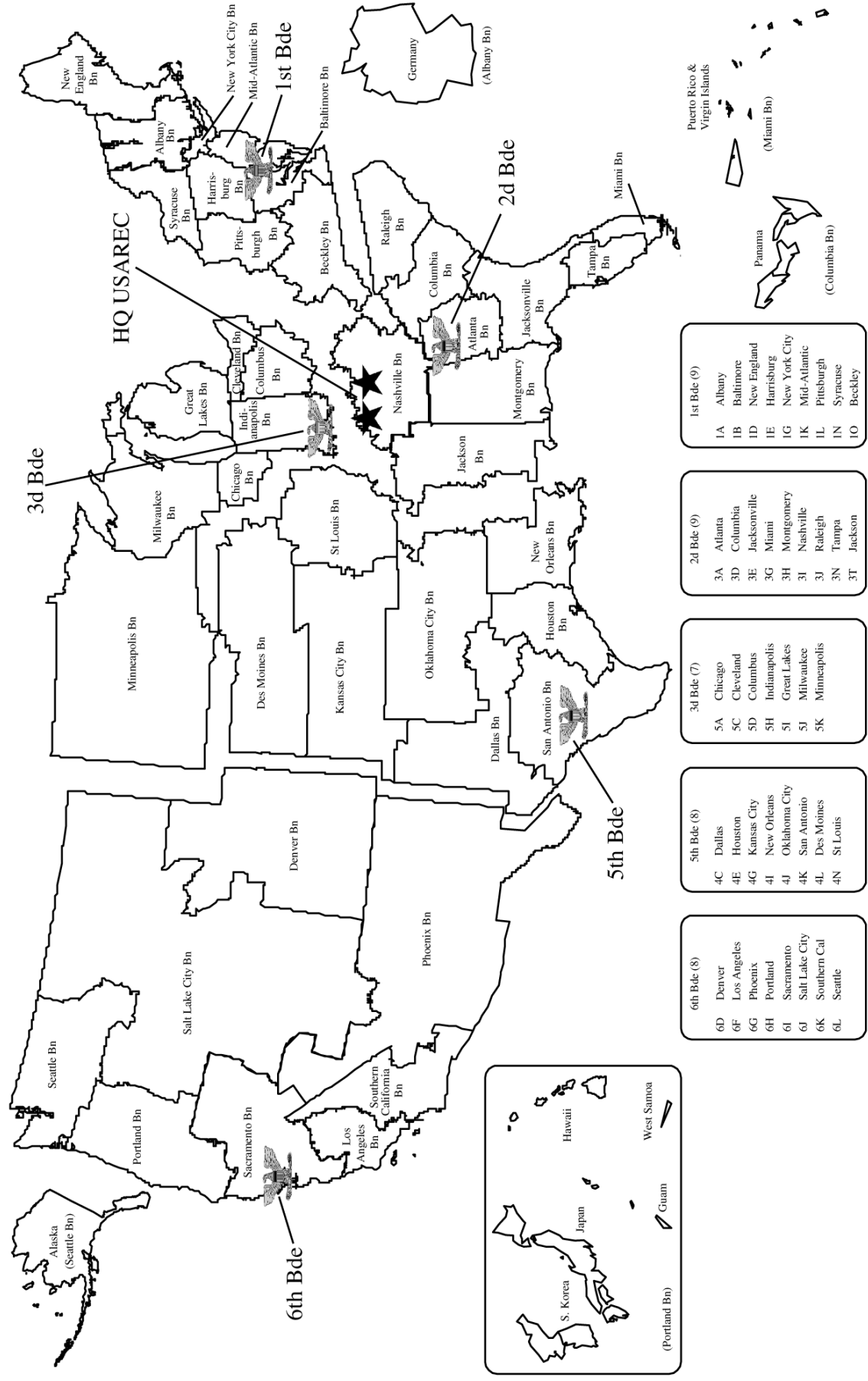
NAME (Last, First, Middle)	GRADE	SSN
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I consider the soldier unqualified for recruiting duty for the following reason: (Be specific. Use reverse if more space is necessary.)

NAME OF PSNCO/POC	TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER
AUTOVON TELEPHONE NUMBER OF PSNCO/POC	SIGNATURE OF INTERVIEWING OFFICERDATE



# U.S. Army Recruiting Command



PLEASE INDICATE YOUR ASSIGNMENT CHOICES HERE

CHOOSE 3 BATTALIONS FROM 3 SEPARATE BRIGADES LISTED IN  
ORDER OF PREFERENCE

BRIGADE \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

BRIGADE \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

BRIGADE \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

CURRENT UNIT OF ASSIGNMENT: \_\_\_\_\_

INSTALLATION: \_\_\_\_\_